			5 December 1950
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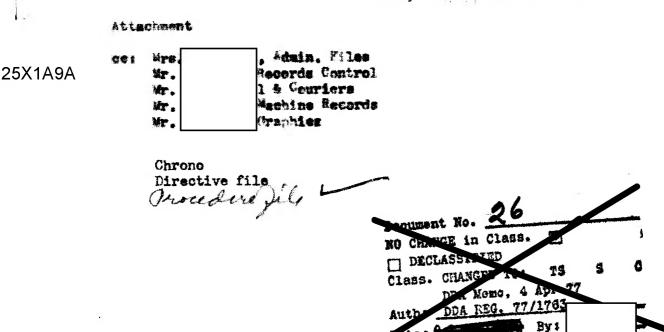
1. Attached is a copy of a memorandum dated 27 November 1950 from the Executive, Subject: "Official Correspondence".

SUBJECT: Official Correspondence

2. It is requested that the contents of this memorandum be communicated to all employees under your jurisdiction whose responsibilities include the handling of correspondence, and the contents thereof will be complied with in all instances. Wherever possible, within Administrative Fervices, letters of acknowledgement should be prepared for the signature of the individual who will sign the final reply.

*. A. P**L Chief, Administrative Services

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